

Appendix 2

Workplace Violence & Harassment Definitions & Risk Assessment Process

DEFINITIONS:

The Occupational Health and Safety Act in Ontario defines “workplace violence” as:

- i. The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,
- ii. An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker,
- iii. A statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

“Domestic violence” means a pattern of coercive tactics which can include physical, psychological, sexual, economic and emotional abuse perpetrated by one person against an adult intimate partner, with the goal of establishing and maintaining power and control over the victim.

Note that Bill 168 states, in section 32.0.4, “If an employer becomes aware, or ought reasonably to be aware, that domestic violence that would likely expose a worker to physical injury may occur in the workplace, the employer shall take every precaution reasonable in the circumstances for the protection of the worker.”

“Workplace” means in or on the property of Be in Christ Church of Canada, or away from Be In Christ Church of Canada property if the staff member is engaged in work-related activities.

“Harassment” is engaging in a course of behaviours and acts which are persistent and/or vexatious to the recipient and may include, but is not limited to, the following:

- Unwelcome, derogatory or degrading remarks, looks, jokes, innuendoes or taunting;
- Unwelcome sexual remarks, invitations or requests, whether indirect or explicit (including persistent, unwanted contact after the end of a consensual relationship);
- Unwanted contact after working hours;
- Displays of offensive derogatory material;
- Unnecessary physical contact such as patting, touching, pinching, kissing or hitting;
- Written or verbal abuse or threats or causes for intimidation;
- Abuse of authority which undermines performance, threatens career or causes intimidation;
- Leering or other offensive gestures;
- Physical or sexual assault;
- The display of racially derogatory or offensive pictures or material;
- The refusal to converse or work with an employee for racial or ethnic reasons;
- Insulting gestures or practical jokes based on racial or ethnic grounds that cause embarrassment or awkwardness;
- Vandalism;

- Condescension, paternalism or patronizing behaviour that undermines self-respect or adversely affects work performance or working conditions;
- Written or verbal abuse.

“Unacceptable behaviour” in the workplace means physically or psychologically aggressive behaviours including but not limited to:

- Hitting, kicking, punching, pushing, shoving, slapping, pinching, grabbing, biting;
- Carrying or brandishing weapons of any sort;
- Throwing objects at an individual with a view to cause physical injury or fear;
- Destruction of workplace or co-workers’ property;
- Threats of violence;
- Intimidating behaviour that causes the recipient to have a fear of physical violence;
- Obscene or harassing telephone calls;
- Bullying.

“Close calls” means incidents which did not result in actual physical harm but, except for circumstance, had the potential to result in physical harm.

“Minor incident” means an incident in which no one is physically harmed in any way and which was resolved through employee or supervisory mediation.

“Serious incident” means an incident in which someone was physically harmed (whether requiring medical attention or not), or which continued or escalated after supervisory mediation.

REFERENCES:

- Occupational Health & Safety Act and Regulations (Ontario)
- Criminal Code (Canada)
- Workers Compensation Act and Regulations
- BIC Canada Staff Handbook

RISK ASSESSMENT PROCESS:

The Executive Director (ED), is responsible for initiating a process to involve managers and non-management staff in assessing the risk of violence in the work environment. The Workplace Violence Risk Assessment Form shown in Appendix 4 is to be used for this purpose. A written report on the results will be provided to all staff members.

As part of the risk assessment process, a set of recommended actions will be shared and reviewed with the ED for approval. The approved practices will be reviewed with all staff and required actions will be put in place. If needed, written policies and procedures will be developed to respond to any identified risks. Also, all of the actions taken by Be in Christ Church of Canada to prevent workplace violence will be documented. The risk assessment will be reviewed every two years, minimum.